

Friends of Cardinal Carter Academy for the Arts
MINUTES

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| Meeting time & location | CCAA – September 13 th 2016 6pm |
| Directors present: | Jan Patterson (Chair), David Patterson, Tracy Barber, Eliza Ghinea, Anthony Viola, Anne Bellissimo, Paulo Martins, Eniko Pittner (a- 6.40pm), Dennis Wintjes (a- 6.50pm) |
| Regrets: | Melinda Hackett, , Natalie Hegarty |
| Guests: | Ray Sanborn, Tennille Jacobs |
| Minutes taken by: | David Patterson |

Meeting called to order: **6:05 p.m.**

Opening prayer: Eliza Ghinea

1) APPROVAL OF MINUTES

- **Motion: To accept the minutes from June 23rd, 2016 meeting . Minutes amended to indicate that David Patterson was present. Moved Tracy Seconded David All in Favour – Passed**
- Anne introduced Mr Ray Sanborn to the Board. Mr Sanborn is the new Vice Principal of the school. Mr Sanborn briefly addressed the meeting before leaving to prepare for the CSPA AGM.

2) SECRETARY ROLE

- Jan reported that Melinda had stood down as Secretary, but would remain as a Director.
- **Motion: That David Patterson be appointed Secretary. Moved Tracy Seconded – Anthony All in favour -Passed**

3) TREASURER'S REPORT (PAULO)

- \$38 762 in the Friends bank account
- Charity return lodged with CRA. A copy is available for any Director if they wish
- 82 tax receipts issued thus far in 2016. All up to date.
- Storage unit paid until the end of September
- Possibility exists for joint contributions of Friends and CSPA for selected projects

4) DISCRETIONARY SPEND/FUNDS (JAN/PAULO)

- Currently no discretionary power is in place for a small spend
- **Motion: In accordance with Article 5.9 of the By-Laws, that the Chair and Treasurer have the discretionary power to spend an amount of up to \$500 between scheduled meetings of the Board. Moved David Seconded Tracy All in favour - Passed**

5) DEPARTMENT PURCHASES UPDATE (JAN)

- Music – Computer, computer table & portable key board all purchased
- Visual Arts – Table tops purchased

- Drama – Digital camera, steamer, cables, portable sound system to be purchased in the next 2 weeks
- Technology – Components for the computer editing machine purchased. Canada Computers currently building. Should be ready in the next 2 weeks.
- Theatre – new lighting board purchased & installed. Replacement lights received but with incorrect lenses. Being replaced

6) DIRECT DONATION UPDATE (JAN)

- \$2170 raised thus far in the new school year
- Notice to be sent to parents seeking additional donations, including details of funds spent thus far in 2016 (see Action items)

7) STORAGE UPDATE (TRACY/PAULO)

- Currently we pay about \$250 per month for a 5x12 space
- Tracy – has identified much better value at another storage facility
- Space mainly used by visual arts, drama and dance
- Discussion ensued on whether Friends wishes to continue to fund storage.
- Anne – There is no school budget for this storage
- Departments heads to be contacted on their storage needs /status (see Action Items)

Motion: As of 30th November, Friends will terminate the current storage facility. Another facility (if any) to be determined at the November 8 meeting
 Moved Jan Seconded Dennis All in favour Passed

8) VOLUNTEERS (JAN/TRACY)

- Jan to address Yr 7/9 Curriculum night on September 28th seeking volunteer assistance.
- Handout to be made available to all new parents on that evening including donation form and details of Friends 2016 expenditures.
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Meeting Adjourned 7.04pm

Next meeting Tuesday 11th October 2016, 6pm at CCAA

ACTION ITEMS

| Ref | Action Items | Status | Who | Due By |
|---------|--|----------|----------------|------------|
| 01/2016 | Find out how to transfer data between Simply Accounting and QuickBooks | Complete | Jan | 12/04/2016 |
| 02/2016 | To speak with Chris re Storage capacity, need, inventory updates | Complete | Dennis | 12/04/2016 |
| 02/2016 | Storage Rental Options for space and cost | Complete | Tracy / Dennis | 12/04/2016 |
| 03/2016 | Issue cheque for another 3 months for storage fee | Complete | Paulo | 12/04/2016 |
| 04/2016 | Update on Gmail accounts set up | Complete | Mel | 12/04/2016 |
| 05/2016 | Creation of Drop Box account | Pending | Mel | 12/04/2016 |

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|---------|---|----------|--------------|------------|
| 05/2016 | Find out contacts and plans for the Anniversary / set up meeting with Anne | Complete | Tracy/Dennis | 12/04/2016 |
| 06/2016 | Check the actual seats if installed and contact donors once it happened | Complete | Anthony | 12/04/2016 |
| 07/2016 | Paulo to send/email Anthony information for the 1K cheque for plaques | Complete | Paulo | 12/04/2016 |
| 08/2016 | To email Dennis for specifics on meeting schedule with Mrs. Rossi | Complete | Jan/Eni | 12/04/2016 |
| 09/2016 | To meet with Anne and meet with Arts Area Chairs – Band / Drama / Visual Arts / Dance | Complete | Jan/Natalie | 12/04/2016 |
| 10/2016 | To call individuals whose emails failed - to confirm email addresses | Complete | Natalie | 10/05/2016 |
| 11/2016 | Need to find cheques for storage / Anne will look for it as well | Complete | Paulo/Anne | 10/05/2016 |
| 12/2016 | Working on Word Press to change the new Form; will work on a PDF fillable Form | Complete | Jan/Dennis | 10/05/2016 |
| 13/2016 | Paulo to submit Friends tax return to the CRA | Complete | Paulo | 14/06/2016 |
| 14/2016 | Anthony to place order for 5 plaques next week. To determine the number of plaques ordered and installed this far in 2016 and report to next meeting. | Complete | Anthony | 14/06/2016 |
| 15/2016 | Conduct flower bouquets sales on Senior Drama Night on 19 th May | Complete | Tracy | 14/06/2016 |
| 16/2016 | Jan to craft an email and send to Anne to provide to the department heads, indicating to them that Friends has funds available to assist in purchasing item across all areas of the school. | Complete | Jan | 14/06/2016 |
| 17/2016 | Jan to send out to each of Arts areas their approved requests | Complete | Jan | 23/06/2016 |
| 17/2016 | To speak with Chris re Storage capacity, need, inventory updates | Complete | Tracy | 13/09/2016 |
| 18/2016 | Appreciation plaque handed to former President – Joanne | Complete | Eni | June 2016 |
| 19/2016 | Appreciation plaque handed to former Treasurer – Susan | Complete | Mel | June 2016 |
| 20/2016 | Storage Rental Options for space and cost | Complete | Tracy | 13/09/2016 |
| 21/2016 | Issue cheque for another 3 months for storage fee | Complete | Paulo | 13/09/2016 |
| 22/2016 | Find out who is responsible for the storage by Sept 20 th or we will not continue to pay by October 1st | Complete | Paulo | 13/09/2016 |
| 23/2016 | Notice to be sent to all parents, one mid September, one at Thanksgiving seeking additional donations | Pending | Anne & Jan | 11/10/2016 |
| 24/2016 | Investigate the possibility of putting a link to the Friends website on the main CCAA website. Link to be established when new Friends website up and running | Pending | Anne | 11/10/2016 |
| 25/2016 | Department heads to be contacted on their storage needs and status (i.e. keep or throw out) of their items currently in storage. | Pending | Anne | 8/11/2016 |

